

The City of Branson Planning & Development Department would like to assist you with your building project. We are available to answer any questions that you might have in relation to building codes, as well as with the City of Branson Ordinances. We hope the following information will help you understand our Permit Process.

When is a Permit Required?

The City of Branson typically requires permits for the items listed below. This list applies to both commercial and residential projects:

- ❖ NEW BUILDINGS
- ❖ ADDITIONS
- ❖ RENOVATIONS
- ❖ DEMOLITIONS
- ❖ PREFABRICATED STRUCTURES
- ❖ TEMPORARY BUILDINGS
- ❖ MOBILE HOMES
- ❖ ELECTRICAL SYSTEMS
- ❖ HVAC SYSTEMS
- ❖ PLUMBING SYSTEMS
- ❖ SIGNS
- ❖ LANDSCAPING

The list is not all-inclusive. It is always advisable to call the Planning and Development Department at 417-337-8549 first, before you spend any money or start a project.

How to Acquire a Permit...

Applications for building permits may be picked up at the Planning and Development office at City Hall. If you have a fax machine, one may be faxed to you. Many applications are now available to download online at www.bransonmo.gov. They may be found under “Departments” on the Planning & Zoning page.

Once you get an application, complete the form and turn it in. We will be happy to assist you with filling out this form. It is important to have the 911 address of the location, your contractor’s license number and the estimated value of the work being done. Your plan review fee is due at the time you submit your application, whether in person or by mail. The commercial plan review fee is 25% of your building permit fee. The plan review fee for residential permits is a flat fee of \$150.00. All fees are non-refundable and are due at the time of submittal. (This is explained in more detail in the “Fees” section.)

Most projects require plans to be drawn and submitted for review. Various departments look over your plans to ensure that your construction project will be in compliance with the construction codes and any local ordinances or state statutes. Depending on the size of your project, up to eight (8) sets of plans may need to be submitted for review. This amount is needed to give as many departments as possible their own copy at the start, and, thus, will expedite your plan review process. If other departments need to review plans, these copies will be passed on to them.

The typical plan review process for commercial projects takes fifteen (15) business days. For residential projects, it takes five (5) business days. No permits are issued over the counter.

The departments listed below may be involved in your plan review:

- ◆ **Planning**
- ◆ **Building**
- ◆ **Public Works**
- ◆ **Health**
- ◆ **Fire**
- ◆ **Landscaping**
- ◆ **Engineering**

Residential Permits...

New residential homes require only four (4) sets of plans. We have developed a check list which provides all the information we need for a residential plan review. Our goal is to make acquiring single family residence permits as easy as possible.

Fees...

Once your project has been approved, you will be notified when the permit(s) are ready to be picked up and the fee amount(s) that are due.

Permit fees are calculated using a formula:

Construction and Sign Permits =

\$4.25 per \$1,000 (rounded up to the next thousand)

Plan Review = 25% of construction permit fee with a \$25.00 minimum.

Residential homes = flat fee of \$150.00

Sign permits = no plan review fee

Filing fee = \$50.00

(A \$15.00 Filing Fee will be assessed to permits not requiring a stamped/sealed set of plans.)

Sewer capacity fees, sewer connection fees, inspection fees, and landscaping fees may be applied, as well. You may request a copy of the breakdown of how all fees are calculated from the Planning & Development Department at City Hall.

The Inspection Process...

When you have received your permit and construction has begun, you will need to call in to our 24-hour inspection line to schedule your inspections. The number is 417-337-8505, and it is an automated voice mail system. If you call your request in by 8:00 a.m., your inspection will be performed that same business day; if you call after the 8:00 a.m. deadline, your inspection will be performed the next business day. Our inspectors access the inspection requests first thing in the morning. They write up that day's schedules, give the front desk a copy, then go out into the field to inspect.

If you are unsure whether or not you need an inspection on the work you have completed, a good rule of thumb is, if you are going to cover it up, it most likely needs to be inspected. Examples would be before you pour concrete, install sheetrock, etc. If you are unsure about the need for an inspection, please call the Planning & Development Department for confirmation.

Questions...

Here at the City of Branson Planning & Development Department, we are glad to answer any questions. Please feel free to call us at 417-337-8549.

CITY OF BRANSON



PERMIT PROCESS

PLANNING & DEVELOPMENT DEPARTMENT

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